



BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW (Pre-Final and Final Review) for WIRELESS TELECOMMUNICATION SYSTEM FACILITIES

Purpose: The purpose of Building Permit with Site Plan and Architectural Review for wireless telecommunication system (WTS) facilities is to coordinate the review of construction plans for those projects that have already received discretionary Planning Commission or Zoning Administrator approval. The Building Permit with Site Plan and Architectural Review also reviews WTS projects that are determined to be permitted land uses by virtue of the type of facility and location. In these cases, in addition to review for compliance with applicable codes, architectural review and environmental clearance are accomplished through this process.

Code Reference: Fremont Municipal Code Title 8, Chapter 2, Article 21.3, Section 8-22161.1]; Article 27 (Site Plan and Architectural Approval) and Ordinance No. 2014 (1994 Uniform Codes).

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item that is always required.
- ☐ Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

■ **I. Pre-Final Review:**

Pre-Final Review is the first working drawing submittal. This review includes submittal of selected documents, reports and specifications, as well as structural, architectural, landscape, irrigation and grading plans as required by the project. The submittal also includes review of fire code compliance and other specific Fremont Municipal Code and Development Policy requirements. An approval is valid for one year and can be extended for only one additional year. The following information is required to be submitted.

■ A. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

■ B. Plans submitted in conjunction with the application shall include the following items:

- 1. Accurately dimensioned site plan
- 2. Complete working drawings, including floor plans, elevations, building sections, framing plans, structural and architectural details.
- ☐ 3. Landscape plans denoting size, spacing, and botanical designation of all proposed or modified landscape material; design details for such landscape features and security fencing; and a complete irrigation system.
- 4. Detail and description of appropriate material preparation, finish and color treatment for communications cabinets or building, and all surfaces of support structures and antennas, including all mountings, brackets, connectors, fittings and cables.
- 5. Electrical and mechanical plans, including equipment layout details and specifications.

- 6. Complete civil drawings including:
 - (a) Grading and drainage plans showing existing and proposed finished grades and drainage facilities proposed to drain the site and any areas tributary to the site. This information may be shown on the site plan.

NOTE: It is **mandatory** for the architect and/or engineer for the project to provide an “ORIGINAL SIGNATURE” on page one of all multiple page drawings/documents that are submitted to the Building Permit with Site Plan and Architectural Review. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

- 7. WTS projects that have not received prior discretionary approval require the following:
 - (a) Map showing how the proposed site fits within the carrier’s network of existing and/or proposed sites.
 - (b) Depiction of alternate site locations within the same search ring.
 - (c) Letter explaining the proposed operation, the site selection process, and why each identified site is essential for completion of the basic network, as defined and mandated by FCC regulations. Include information about any alternate sites considered and the reasons for their rejection.
 - (d) If this is the first application for this carrier in Fremont, provide power ratings for all antennas and back-up equipment proposed.
 - (e) List the types and size range of antennas and equipment cabinets proposed.
 - (f) Map identifying all existing telecommunications facilities within a 3,000 foot radius of the proposed site.
 - (g) Provide visual impact demonstrations including photo-simulations.
NOTE: In the Hill Area, a project in any location where there may be potential for substantial visual impact will typically require construction of a facility mock-up.
- 8. Monopole facilities, whether free-standing or co-located, require the following:
 - (a) Map showing all existing monopoles and lattice towers within a 3,000 foot radius, and the reasons for not co-locating on any of these existing telecommunications facilities. The applicant may also be

required to provide a letter from the telecommunications carrier(s) with the existing facility(ies) stating the reasons for not permitting co-location.

- (b) A written report from a structural engineer restating the number and type of antennas that the proposed structure is designed to support.
- (c) A written commitment to the Assistant City Manager that the applicant shall allow other wireless carriers using a compatible technology to co-locate their antennas on the monopole.
- (d) A letter to the Assistant City Manager stating that the system (including antennas and associated equipment cabinets) conforms to the radio-frequency radiation emission standards adopted by the FCC.

■ 9. Tree Survey Plan showing the following:

- (a) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
- (b) Tree(s) trunk six-inch DBH (trunk diameter at 4.5 – feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
- (c) Trees labeled by number and tagged on-site per ISA standards.
- (d) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

■ C. The number of plans and other items required to be submitted with a Prefinal Review are:

■ 1. Four sets of full-sized plans (rolled).

NOTE: Full-sized plans submitted should be no larger than 30"x42".

- 2. Two blue-line copies of the site plan and a reverse sepia to be used for addressing purposes (not applicable if address already exists).
- 3. A material and color sample board with an overall size no larger than 11"x17". The sample board shall include exterior finish material and colors for all visible surfaces of antennas and mounting as well as equipment cabinets or equipment buildings. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information necessary to clearly identify the specific materials

proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.

- 4. A statement signed by the applicant providing information about batteries and/or emergency generator at the proposed WTS site (*Hazardous Material Disclosure Statement – Form 3205*).
- 5. Two sets of the following:
 - (a) Lateral and vertical force calculations.
 - (b) Specifications.
 - (c) Energy calculations on State forms for nonresidential buildings.
 - (d) Soil report and/or geological study (required for all new developments within the Hayward Fault Zone).

☐ **II. Final Plan Review:**

Final Review is the review of corrected working drawings for compliance with building codes, other city ordinances, outstanding comments resulting from Prefinal Review, and conditions of other discretionary approval.

- ☐ A. Items required to be submitted for a Final Review shall include:
 - 1. Corrected complete sets of Prefinal Plans with the original set as annotated by staff and a cover letter indicating the location of all corrections.
 - 2. Corrected or updated calculations, specifications, reports and/or studies.
- ☐ B. The number of plans and data required to be submitted with a Final Review are four complete sets, however, this number may be reduced depending on the comments received during the Pre-Final Review. The precise submittal requirement will be indicated with your Pre-Final Comments.

NOTE: Full-sized plans submitted should be no larger than 30"x42".

NOTE: It is mandatory for the architect and/or engineer for the project to provide an "ORIGINAL SIGNATURE" on page one of all multiple page drawings/documents which are submitted to the Building Permit with Site Plan and Architectural Review. A stamp facsimile signature is sufficient for the remainder of the pages of the drawings/documents.

Schedule Time Line: At the time you file your application, a staff person will be assigned as your project coordinator. All communications about your application should be with your project

coordinator. Review of plans for the Pre-Final phase of your submittal will generally be completed within approximately three weeks of your complete submittal to the Building Permit with Site Plan and Architectural Review; review of the Final phase of your submittal will generally be completed within two weeks of your submittal of corrected/revised plans to the Building Permit with Site Plan and Architectural Review. At the completion of Final Review and compliance with all conditions, including payment of fees, building permits may be issued.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals: Appeals of Building Permit with Site Plan and Architectural Review interpretation of the Zoning Ordinance are considered by the Planning Commission. Such appeals must be submitted within 10 calendar days of the Preliminary Review letter being deposited with the United States Postal Service. See Information Sheet No. 2 for details. Appeals over issues of interpretation of the Building Code are considered by the City Council. Contact Building Permit with Site Plan and Architectural Review staff at (510) 494-4480 for more information.

Fees:

1. The minimum deposit for your application is \$1,300 and is due at the time of submittal.

The actual charge will be based on staff time required to process the application including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

2. Building permit plan check fee is to be paid at the time of submittal of Pre-Final Review plans.
3. All other associated fees are paid at the time of permit issuance.

NOTE: There may be other fees imposed by the City and other agencies in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application.

NOTE: If additional information or clarification is needed regarding an application for Building Permit with Site Plan and Architectural Review, contact the Building Permit with Site Plan and Architectural Review staff at (510) 494-4480.

Information sheet furnished by: _____ Phone: (510) 494- _____

for proposal: _____

_____ Date: _____